



Senior Director of Talent and Recruitment, Teacher Incentive Fund (TIF)

The EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA contains fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Senior Director of Talent and Recruitment, Teacher Incentive Fund (TIF)

REPORTS TO: COO and Executive Director, TIF

Summary of Position:

This role is responsible for creating and deploying talent acquisition strategies to strengthen the EAA's **Teacher Incentive Fund (TIF)** capabilities and ensure it has the talent to meet current and future business needs. The Senior Director will collaborate with the Human Resources Director in overseeing overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

The role will focus on establishing different pipelines to ensure the success of EAA's talent acquisition and talent management programs in a way that will positively strengthen the organization's capabilities in recruitment, hiring, placement, and retention of highly effective teachers as the catalyst for change and innovation.

Minimum Qualifications:

- Bachelor's Degree in a related area
- 5+ years' experience in recruiting for educational organizations, with proven successful track record
- Experience with applicant tracking systems, resume databases, internet sourcing and social media
- Understanding of employment law
- Excellent negotiation skills
- Job Interviewing and training skills
- Managerial, analytical and leadership skills

- Proficient in Microsoft Office
- Excellent project management, communication, interpersonal, and customer service skills
- Ability to handle confident information in a professional manner
- Ability to effectively prioritize and multi-task
- Willingness to travel

Preferred Qualifications:

- Master's Degree or equivalent
- Five to ten years related experience and/or training, or equivalent combination of education and experience
- Experience in full lifecycle recruiting including: sourcing, qualifying, networking, assessing and job analysis, wage and salary trends, and relationship management
- Knowledge of or experience with the Teacher Incentive Fund (TIF) grant or other grants
- AIRS® Certifications and/or SHRM certification

Responsibilities and Essential Functions:

Senior Director of Talent and Recruitment, Teacher Incentive Fund (TIF) responsibilities will include, but not be limited to the following:

- Recruit certified innovative teachers and support staff for all subjects and grade levels
- Design and implement strategies to recruit certified teachers in high-need fields or subjects
- Assist in the recruitment of visionary and transformative school leaders
- Forecast staffing goals and systems to ensure the needs of the business are met; align with EAA's strategic plans and goals
- Design, develop and maintain recruiting strategies processes and procedures consistent with all applicable city, state and federal laws and regulations (including job descriptions, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
- Designs the selection matrix for choosing the optimum recruitment channel and recruitment source
- Sets communication strategy utilizing various recruitment sourcing methods: social, print, internet, professional networks, educational institutions and programs partnerships, referrals, etc.

- Collaborate with the HR Director to create tools to screen and evaluate candidates
- Manage recruitment satisfaction initiatives
- Manage and develop a team of HR Recruiters
- Acts as a point of contact for managers regarding recruitment topics
- Assist with job interviews
- Develop strategies to maximize the financial investments in the recruitment process
- Assist in the planning and conducting of new employee orientation to foster positive attitude toward organizational objectives
- Develop successful networks within management, staffing teams and Human Resources partners
- Design training materials for other HR recruiters

Filing Deadline: Posted until filled
 Salary: Commensurate with experience
 Length of work year: Twelve (12) Months

Method of Application: All interested candidates should submit a current resume via e-mail to:

Dr. Gabriela Gui
 Executive Director, Teacher Leadership and Talent Development
 Education Achievement Authority of Michigan
 300 River Place, Suite 3600
 Detroit, MI 48207
 By email: CNewton@eaaofmichgan.org

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